



**Continental Testing Services, Inc.**  
**P.O. Box 100**  
**LaGrange, IL 60525-0100**  
**800-717-1201**



# **State of Wisconsin**

**Candidate Guide and Application**

## FREQUENTLY ASKED QUESTIONS

**Q. How do I know CTS received my application?**

A. Postcards are sent to candidates when the applications are received. Candidates may send applications by registered mail.

**Q. What exam date am I registered for?**

A. A postcard will be sent to you after your application is received. Every effort will be made to schedule you for your first or second choice of dates. However, you may be scheduled for a date later than the date requested on your application if the application was received late (less than 3 weeks prior to the exam date), if the examination site has reached full capacity, or if your documentation is incomplete. If your application is incomplete or your fee not received, you will be sent notification within 10 business days of receipt of your application. Firm confirmation of your examination date will be sent in the form of your admission card which will be mailed approximately two (2) weeks prior to your exam date.

**Q. What do I do if I change my name or address?**

A. All changes of name and address must be made in writing to CTS. Use the form on the back of this candidate guide. Name changes must be accompanied by legal documents, (e.g. marriage certificate, divorce decree, etc.).

**Q. How do I get to the test site?**

A. Maps of the immediate vicinity of the test site are sent with admission materials. It is the candidate's responsibility to make travel arrangements and obtain routing information. Further information can be obtained from a Chamber of Commerce or other travel services.

**Q. What grade did I get on the exam and when do I get it?**

A. Results will be mailed to applicants within approximately 2-4 weeks after the examination. Those who fail will receive the results along with information on reapplying. **EXAMINATION RESULTS WILL NOT BE RELEASED OVER THE TELEPHONE BY CTS OR THE BOARD OFFICE.**

**Q. I have read the entire candidate guide and still have a question. How do I resolve it?**

A. If you have any questions regarding completion of the application forms, call 1-800-717-1201 between 8:00 a.m. - 4:30 p.m. (Central Standard Time) ask for the Wisconsin Barber Cosmetology section, ext. 124. When talking to the operator, screener or the voice mail system, please state clearly "Wisconsin" as the state in which you are applying, the profession for which you are applying, your name, social security number, current phone number and your question. If your message is left on the answering machine, please do not call again on that same day. Your question will be answered as promptly as possible.

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## INTRODUCTION

Continental Testing Services, Inc. is a private company administering examinations for state licensing agencies. CTS has administered examinations to hundreds of thousands of individuals in more than 50 professions throughout the United States.

The State of Wisconsin Department of Regulation and Licensing has contracted with CTS to conduct its Barbering and Cosmetology Examination program. The purpose of these examinations is to determine whether a candidate for licensure has the essential knowledge and ability to perform tasks in a competent manner, without risk to public health and safety.

This booklet contains a candidate's guide and application for the Wisconsin Barbering and Cosmetology Examinations. Read it completely before filling out the applications. Keep this booklet for reference until you receive your examination results.

## AMERICANS WITH DISABILITIES ACT

Continental Testing Services and the Wisconsin Department of Regulation and Licensing comply with the Americans With Disabilities Act of 1990. They will make reasonable modifications to policies, practices and procedures, when modifications are necessary to avoid discrimination on the basis of disability and will make reasonable accommodations necessary to provide a qualified individual with a disability with equal access to Barbering and Cosmetology examinations.

**Communications:** Individuals who need auxiliary aids for effective communication in programs and services may make their needs and preferences known by calling Continental Testing Services, Inc. at (800) 717 - 1201 or the Wisconsin Department of Regulation and Licensing at (608) 266 -2112 or TTY at (608) 267 - 2416.

**Examinations:** Individuals wishing special examination arrangements must explain the desired arrangements on a separate sheet and submit it by the application deadline to the Wisconsin Department of Regulation and Licensing (see address on page 5). Included should be a written diagnosis and recommendation from an appropriate health care professional supporting the accommodations requested.

**Complaints:** Procedures for alleging violations of the Americans With Disabilities Act of 1990 may be obtained by calling the Wisconsin Department of Regulation and Licensing at (608) 266 -2112 or TTY at (608) 267 -2416.

# REQUIREMENTS FOR LICENSE AND FOR ENTRANCE TO THE EXAMINATION

## Practitioner Examination

Applicants must submit proof of successfully completing the 4,000 hour apprentice program or graduate from a course of instruction of at least 1,800 hours as a student in a licensed Wisconsin school of barbering and cosmetology.

## Aesthetician Exam

Applicants must show proof of completing at least 450 hours of training in not less than 11 weeks and not more than 30 weeks in a Wisconsin licensed school or a specialty school. NOTE: Individuals who already hold a Practitioner license do not need an Aesthetician license.

## Electrology Exam

Applicants must show proof of completing at least 450 hours of training in not less than 11 weeks and not more than 30 weeks in a Wisconsin licensed school or a specialty school.

## Manicurist Exam

Applicants must show proof of completing at least 300 hours of training in not less than 7 weeks and not more than 20 weeks in a Wisconsin licensed school or a specialty school.

## Manager Exam

Qualifications to apply for the manager exam are:

- 4,000 hours as a licensed practitioner under the supervision of a licensed manager,
- or*
- 2,000 hours of practice as a licensed practitioner and 150 hours of theory based on the following syllabus approved by the Barbering and Cosmetology Examining Board:

### Business Management - 50 hours

Retail Management  
Advertising  
Time Management  
Computer Application  
Marketing

### Communication - 50 hours

Salesmanship  
Human Relations  
Communication

### Supervision - 50 hours

Leadership and Motivation  
Supervision and Personnel  
Chemical and Tool Safety  
Sanitation Safety

*Note: Hours earned on a temporary permit may not be used in fulfillment of licensed practice hours required.*

## Instructor Exam

### Barbering and Cosmetology Instructor

Applicants must submit proof of having completed 2,000 hours of practice as a licensed barber or cosmetologist or hold a current manager license issued by the examining board and 150 hours of instructor training approved by the department (listed below).

### Aesthetics Instructor

Applicants must submit proof of having completed 2,000 hours of practice as a licensed aesthetician and 150 hours of instructor training approved by the department (listed below).

### Electrology Instructor

Applicants must submit proof of having completed 2,000 hours of practice as a licensed electrologist and 150 hours of instructor training approved by the department (listed below).

### Manicurist Instructor

Applicants must submit proof of having completed 2,000 hours of practice as a licensed manicurist and 150 hours of instructor training approved by the department (listed below).

## Approved Instructor Training Course Syllabus

- Orientation - 14 hours.
- Goals, rules and review of curriculum.
- Teaching Skills - 64 hours.
- Objectives, competencies, methods, lesson planning, teaching techniques of the practical laboratory, interpersonal relations, evaluation and grading principles.
- Facilitating/Managing Skills - 32 hours.
- Classroom managements, communications, counseling, record keeping, safety/first aid.
- Supervised Teaching (prerequisite: 1, 2 and 3) - 40 hours.
- Practical applications on the clinical floor and basic skills of practical teaching techniques.

## EXAMINATION PARTS

Below is a listing of examination portions for each profession with the length of the exam. For written examinations, the number of questions is also listed.

### Aesthetician

#### Written Portion

100 multiple choice questions ..... 2 hours

#### Practical portion

The candidate must demonstrate aesthetician procedures ..... 2 hours

### Electrology

#### Written portion

100 multiple choice questions ..... 2 1/2 hours

#### Practical portion

The candidate must demonstrate electrology procedures ..... 1 hour

### Instructor

#### The candidate will be required to:

Present a theory class ..... 1/2 hour  
Present a practical demonstration ..... 1/2 hour

### Practitioner

**5 practical portions** ..... 3 hours 20 min

Retouch Hair Relaxing /Tint and Shampoo  
Permanent Waving  
Hair Cut  
Blow Drying  
Curling Iron

#### Written portion

100 multiple choice questions ..... 2 hours

### Manicurist

#### Written portion

110 multiple choice questions ..... 2 hours

#### Practical portion

The candidate must demonstrate the prescribed procedure ..... 1 1/4 hours

### Manager

#### Written portion

100 multiple choice questions ..... 2 hours

Detailed instructions for each examination will be sent with the admission card approximately two weeks prior to the scheduled exam.

Candidates must pass all parts of the examination in order to obtain a license.

## APPLICATION FILING DEADLINE

An application for examination must be received by CTS **at least 3 weeks before the exam**. Applications received after the filing deadline must include a \$15.00 late filing fee. Late applicants will be scheduled if space is available. If space is not available, the \$15.00 will be refunded and the applicant will be scheduled for the next available examination.

## FEES

The fee for exam must accompany application. **Only cashiers checks or money orders** payable to Continental Testing Services, Inc. will be accepted. **DO NOT SEND CASH.**

**See attachment for fees. Fees for examination are subject to change and cannot be guaranteed.**

## TEMPORARY PERMIT

A temporary permit is available for Practitioner, Manicurist, Aesthetician and Electrologist for a fee of \$10.00. The temporary permit is valid for 6 months from the date of issuance and **CANNOT BE RENEWED OR EXTENDED**. A temporary permit shall not be issued until the applicant has been approved to take the exam.

## ADMISSION TICKETS

Admission tickets will be sent to applicants approximately 2 weeks before an examination. The admission ticket will include the time, date and location of the exam in addition to the materials to bring with you. An admission ticket and a photo identification are required for admission to the examination.

## STUDY GUIDE

Study information for each Barber/Cosmetology profession is sent out to candidates with their admission cards approximately two weeks before the scheduled examination. The study guide for Practitioner written exam provides test taking strategies and a multiple-choice sample test with answers. This guide is included with the admission card along with other study information, and is also available at Wisconsin Barber/Cosmetology schools.

## EXAMINATION RESULTS

Results will be mailed to applicants within approximately 2-4 weeks after the exam. Those who pass will receive authorization to practice along with the results. The license will be mailed separately. Those who fail will receive the results along with information on reapplying. **EXAM RESULTS WILL NOT BE RELEASED OVER THE TELEPHONE BY CTS OR THE BOARD OFFICE.** If your address changes prior to receiving your examination results, **please use the change of address form found in this booklet.**

## RE-EXAMINATION

Applicants are required to repeat the subjects failed **within one year from the date of the original exam.** After one year, all parts must be repeated. A list of re-examination fees and application forms will be provided to candidates who did not pass the examination.

## ABSENCES

Candidates who are absent from an examination forfeit their examination fee.

## REVIEW OF FAILED EXAMINATION

Unsuccessful candidates may review their exam. Written requests to review the exam must be made to CTS within 30 days of the date on which the examination results were mailed. The fee for an examination review is \$60.00. The fee must accompany the request. A candidate must wait at least 30 days from the date of review to re-take the exam.

## REFUNDS

Partial refunds may be made. All refund requests must be in writing and must be **received** by CTS 30 days prior to the examination date.

## PERSONALLY IDENTIFIABLE INFORMATION

Information collected by an application form will be used to determine eligibility for a credential or examination. Information collected on a complaint form will be used to assist in determining compliance with professional standards. It is not likely that information collected by these forms will be used by the department for other purposes. Information collected by these forms may be made available to others under Wisconsin laws governing inspection of public records.

Credentialing is a public process with a goal of identifying those competent to protect the public. Names and addresses provided on the examination scheduling form, candidate pass/fail status on the examination, and the name and address on a credential record may be provided to others who request it. Credential holders may use a business address as a mailing address.

Your name, credential number, address, status, and other credentialing information are available to the public. However, you may declare that your name and address not be disclosed on any list of ten or more individuals that CTS furnishes to another person (Section 440.14 Wis. Stats.). See Item #19 on the enclosed Licensing Application to exercise this option.

## PROCEDURES ON APPLICATION DENIAL

An applicant may request a hearing within 45 calendar days after the mailing of a notice of denial by the credentialing authority. The request shall be in writing and set forth all of the following: (1) The applicant's name and address; (2) The type of credential for which the applicant has applied; and (3) A specific description of the mistake in fact or law which constitutes reasonable grounds for reversing the decision to deny the application for credential. If the applicant asserts that a mistake in fact was made, the request shall include a concise statement of the essential facts which the applicant intends to prove at the hearing. If the applicant asserts a mistake in law was made, the request shall include a statement of the law which the applicant relies. Procedures for conducting a denial proceeding are specified in ch. RL 1 of the Wisconsin Administrative Code. A copy of RL 1 may be obtained from the Department and is available at some public libraries.

## TIME FOR REVIEW AND DETERMINATION OF CREDENTIAL APPLICATIONS

Section RL 4.03 of the Wisconsin Administrative Code provides a time period for reviewing an application by the licensing authority. Generally, under this rule, an authority shall make a determination on an original application for a credential within 60 business days after a completed application is received. An application is completed when all materials necessary to make a determination on the application and all materials requested by the licensing authority have been received.

## WISCONSIN STATUTES AND ADMINISTRATIVE CODE

A complete copy of the Wisconsin statutes and administrative code relating to the Barbering and Cosmetology Examining Board is available for \$5.28. A check should be made payable to the Department of Regulation and Licensing and submitted with a written request for the publication to:

Department of Regulation and Licensing Barbering and Cosmetology Examining Board  
P.O. Box 8935, Madison, Wisconsin 53708-8935



## INSTRUCTIONS FOR COMPLETING LICENSE APPLICATION

The following are specific instructions for completing the License Application (blue and white form) which **must be completed by all applicants**. The numbers below correspond to the License application form. Remove the forms from the guide to make them easier to fill out.

### PLEASE TYPE OR PRINT IN INK ALL INFORMATION:

1. **PROFESSION:** Place an X next to the type of license for which you are applying. If you are applying to be an INSTRUCTOR for that profession place an X in the instructor box **and** in the profession box.
2. **EXAM DATE:** Enter appropriate month and year of examination for which you are applying. See schedule on attachment. Please enter a first and second choice of exam dates. Do not list the second day of a two (2) day exam as your second choice. The second day of a two day exam may not be scheduled if there are not enough candidates, or some professions may be scheduled for Day 1 and others for Day 2.
3. **EXAM LOCATION:** Enter the city from the exam schedule, corresponding to exam date, where exam is offered.
4. **FEE:** Enter the appropriate fee from the fee attachment. Test fees must be paid by certified check or money order, made payable to CONTINENTAL TESTING SERVICES, INC.
5. **TEMPORARY PERMIT REQUESTED:** If you would like a Practitioner, Manicurist, Electrologist or Aesthetician temporary permit, place an X in the box.
6. **SOCIAL SECURITY NUMBER:** This is optional.
7. **NAME:** Print your last name, first name, and middle initial.
8. **MAILING ADDRESS:** (Can be home or business) Include any apartment or suite number.
9. **MAIDEN OR FORMER SURNAME(S) (IF ANY):** Print indicated information.
10. **DAYTIME TELEPHONE NUMBER:** Enter numbers in boxes.
11. **BIRTHDATE:** Enter the month, day, and year of your birth.
12. **SCHOOL:** List the name of the School and City at which you received your barbering or cosmetology training. If the School is outside Wisconsin also list the State or Country.
13. **SCHOOL CODE:** Select the school code from the list on page 7, and print it in the boxes provided.
14. **GRADUATION/COMPLETION DATE:** Use the date that appears on the diploma.
15. Check the appropriate box .
16. **WISCONSIN LICENSE:** If you have an existing Wisconsin Barbering & Cosmetology License, enter the license number.
17. This information is optional. Please check the appropriate box or boxes.
18. **MODIFICATION/LANGUAGE OPTION:** If the first box is checked, further information is required. See Americans with Disabilities Act on page 2 of this Candidate Guide for more information. A written Spanish language Barbering and Cosmetology Practitioner examination is available upon request. This examination will only be given at the Milwaukee examination site. Check the "Spanish Language" box to indicate this request.
19. **PERSONALLY IDENTIFIABLE INFORMATION:** Your name, credential number, address, status, and other credentialing information are available to the public. Check this box only if you do not want your name and address disclosed on any list of 10 or more individuals furnished to another person by CTS.
20. **Statement of ARREST or CONVICTION:** Answer yes or no to each question. Attach statements if any questions are answered yes. Additionally, complete form #2222 if you answer yes to question A.
21. **CANDIDATE CERTIFICATION AND WAIVER:** Read the paragraph, and sign and date the application. **NO APPLICATIONS WILL BE ACCEPTED WITHOUT A SIGNATURE.**

## TRAINING/EMPLOYMENT FORMS

**Employment Verification** (blue) is required of applicants for the manager and instructor exams, in addition to the License Application.

**Certificate of Training** (yellow) is required for all practitioner, aesthetician, electrologist, manicurist and instructor applicants and managers who show proof of less than 4,000 hours of professional experience. This is in addition to the License Application.

**If you have any questions regarding completion of application forms, call 1-800-717-1201 ext. 124, 8:00 am - 4:30 pm c.s.t. ask for the Wisconsin Barbering & Cosmetology Section.**



## ADMISSION TO EXAMINATION

Upon receipt of your application, a post card will be mailed to you. Please do not call our office to see if your application has been received.

Admission notices will be sent to approved candidates two weeks prior to the examination.

**You must bring your admission notice and an official, signed photo identification. An admission notice and an official, signed photo identification are required for Admission to the examination.**

## SCHOOL CODES

Please locate the exact name of the school you had attended from the list below. If the address is the same, but the name of the school is different, please record "00000" on item #13 on the License Application.

Code	Name	Address	City
00029	Apprenticeship		
00030	School Located Outside Wisconsin		
00000	Wisconsin School - Not Shown on List		
00091	Academy of Cosmetology	2310 W. Court St.	Janesville
00056	Academy of European Nails	17550 W. Bluemound Rd., #206	Brookfield
00044	Advanced Inst. of Hair Design/Vici	11010 W. Hampton	Milwaukee
00010	Advanced Inst. of Hair Design/Vici	5655 S. 27th Street	Milwaukee
00090	Alexander Thomas School of Aesthetics	18735 Pleasant St.	Brookfield
00051	Chippewa Valley Tech. College	620 W. Clairmont	Eau Claire
00077	Classic Beauty College	238 E. Main Street	Chilton
00083	Classic Nails Manicuring School	229 N. Janesville St.	Milton
00078	Eau Claire Institute of Electrology	1738 Brackett Avenue	Eau Claire
00073	First Class Cos/Manicuring School	322 State Street	Beloit
00087	Four Seasons Salon & Day Spa	128 W. 8th St., #8	Monroe
00012	Gateway Tech. College	1001 S. Main Street	Racine
00045	Gill-Tech Academy of Hair Design	423 W. College Avenue	Appleton
00081	The Institute of Beauty & Wellness	342 N. Water Street	Milwaukee
00061	Just Nails Training Center	2990 Cahill Main	Madison
00086	Lakeview School of Aesthetics	205 Carroll St.	Random Lake
00052	Madison Area Technical College	211 N. Carroll	Madison
00022	Madison College of Cosmetology (Prev. Scientific College of Beauty Culture)	310 Westgate Mall	Madison
00085	Madison Nail Tech Academy	1736 Eagan Rd.	Madison
		632 S. Whitney Rd.	Madison
00070	Martin's School of Hair Design	525 Westhill Blvd.	Appleton
00048	Martin's School of Hair Design	2575 W. Mason	Green Bay
00080	Martin's School of Hair Design	6414 Odana Road	Madison
00040	Martin's School of Hair Design	1034 S. 18th	Manitowoc
00076	Mequon/Thiensville Schl. of Esthetics	211 Green Bay Road	Thiensville
00032	Mid-State Tech College	500 32nd Street North	Wisc. Rapids
00017	Milwaukee Area TechCollege	1015 N. 6th Street	Milwaukee
00020	Moraine Park Tech College	235 N. National Avenue	Fond du Lac
00058	Nail Tech. Academy	6546 W. Brown Deer Road	Brown Deer
00033	Nicolet Tech College	Box 518	Rhineland
00074	Professional Hair Design Academy	3408 Mall Drive	Eau Claire
00015	Scientific College of Beauty Culture	326 Pearl Street	LaCrosse
00023	Southwest Tech College	Bronson Blvd.	Fennimore
00092	Spa at River Front	15 W. Milwaukee St.	Janesville
00024	State College of Beauty Culture	120 Clark Street	Wausau
00088	Tan & Nail World Learning Center	2320 E. Moreland Blvd, #C-D	Waukesha
00089	Visions in Hair Design Inst. of Cosm.	7211 W. Burleigh St.	Milwaukee
00027	Wisconsin College of Cosmetology	2960 Allied Street	Green Bay
00050	Wisconsin Indianhead Tech College	1900 College Drive	Rice Lake
00028	Wisconsin Indianhead Tech College	600 N. 21st Street	Superior

## DATES AND LOCATIONS

Exams for professions other than Electrology and Aesthetics are scheduled each month at different locations throughout the state. Please state your 1st and 2nd preference of the date and location. CTS will make every effort to schedule you for the date and location you requested. When an exam is scheduled for two days (e.g. January 10, 11), you will be assigned to only one of those days. You will be advised as to which day when you receive your admission card.

## SEE ATTACHMENT FOR EXAMINATION SCHEDULE

### PRACTITIONER PRACTICAL EXAMINATION INFORMATION

#### EQUIPMENT AND PRODUCTS

The Barber and Cosmetology Examining Board will **NOT** provide any models, mannequins, products or equipment. Your equipment will be inspected for sanitation and safety. Lack of an appropriate model or mannequin, products or equipment may be reasons to disqualify you. The model(s) and or mannequin(s) you bring must meet the requirements of hair length and condition described for each service. **A live model is required for the Retouch Hair Relaxing/Tinting and Shampoo service and the Permanent Waving service. Either a mannequin or live model may be use for the Haircut, Blow-Drying and Curling Iron services.** No model may hold a professional license in any area of barbering or cosmetology. If a model is used for the haircut service, slithering and razor cutting **may** still be demonstrated on a mannequin. Bring good, sufficient and sanitary equipment and all the products needed to perform the services. Each of the services and the equipment needed are described below. This list is advisory; you are responsible to bring the products and equipment you need to perform the services.

Towels (paper and cloth)	Protective cream and cotton	End papers
Shampoo/Draping capes	Shampoo	Spray bottle
Disinfectant solution or spray	Cream conditioner or similar product	Hair cutting shears
Model and Mannequin (if desired)	Applicator brush	Clippers (if needed)
Neck strips	Non-metallic dish	Razor
Timer (for timing chemical services)	Protective gloves for chemical services	Styptic powder or liquid
Styling gel (tint simulator)	Graduated applicator bottle (for tint)	Blow dryer (hand held)
Hair clips or clamps	Perm solution bottle	Curling iron with safety stand
Cholesterol	Nuetralizer bottle	Testing paper
Combs and brushes	Perm rods (enough for entire head)	

The above list is advisory. You are responsible for bringing the products and equipment you need to perform the services.

The practical services and order in which they are to be performed are : Retouch Hair Relaxing/Tint and Shampoo, Permanent Waving, Haircut, Blow Drying and Curling Iron. The services will be given free to the models. A detailed description of each service will be sent with admission ticket.

## MANICURING PRACTICAL EXAMINATION INFORMATION

### STANDARD

The candidate will demonstrate the procedure for giving a plain manicure and applying artificial nails. The model must be in need of a manicure on at least one hand (no false nails) with nails long enough to be shaped (filed). Hand manipulations and polish are not required. No model may hold a professional license in any area of barbering or cosmetology.

### REQUIRED MATERIALS TO BRING TO THE EXAMINATION

File, emery board, manicure brush, cotton, cuticle softener or remover, cuticle pusher, cuticle nipper, orangewood stick, polish remover, towels, manicure bowl and sanitizer with disinfecting agent, and materials/equipment for applying both fabric and acrylic nail extensions.

### PREPARATION

When instructed, the candidate assembles the above-listed equipment at the manicuring table. The candidate prepares the manicuring table using sanitary techniques, wipes off the table, uses a clean towel for cover, and maintains all metal instruments in disinfecting agent when not being used during the demonstration.

### DEMONSTRATES SET-UP AND MANICURE (35 MINUTES - 10 POINTS)

When instructed, the candidate assembles the manicuring equipment at the table and washes and sanitizes his/her hands and the model's. The candidate prepares the table using sanitary techniques, wipes off the table, uses a clean towel for cover, and maintains all instruments in disinfecting agent when not being used during the demonstration. **Selecting one hand only for manicure**, the candidate removes old polish, shapes the nails, and soaks the hand in soapy water (approximately 3 minutes). The hand is dried and cuticle softener is applied to the nails. The cuticle pusher and nipper are used in a safe and coordinated manner, avoiding injury to the model. The nails are cleaned, dried and beveled.

### DEMONSTRATES NAIL EXTENSIONS (40 MINUTES - 15 POINTS)

Each nail of the model's fingers is to be properly prepared before applying the extension. The thumb may be used if desired. The candidate will first apply two tips to the fingers selected for the service, and then complete a fabric wrap for one finger and acrylic overlay for the second finger. After completing the service, all tools and equipment are removed from the table. The table and area are cleaned of all materials and spills.

## **AESTHETICS PRACTICAL EXAMINATION INFORMATION**

The examination site will have a barber chair or makeup chair, water, and an electrical outlet available. The model must wear a shoulderless gown (change facilities available at site). The candidate must wear a clean smock or lab coat, and may have a hand towel for their personal use during the examination. No model may hold a professional license in any area of barbering or cosmetology.

### **I. PREPARATION FOR SERVICE (10 POINTS)-Time Limit: 5 minutes**

1. Wash hands with antiseptic soap.
2. Set up clean and sanitary products and supplies, and maintain sanitation throughout service.
3. Prepare chair with sheet and towel for headrest. (It is not necessary to sanitize chair for the exam).
4. Prepare client by draping with blanket and towels, removing jewelry, adjusting headrest and covering hairline.

### **II. ANALYSIS OF SKIN (10 POINTS)-Time Limit: 10 minutes**

1. Fill out client consultation card provided by examiner. Indicate on card what equipment you would use to analyze the skin.
2. Upon request, simulate a skin analysis as if the equipment were available. Place eyepads for protection from light, study skin, stretch skin slightly. (It is not necessary to bring equipment for analysis. Model's face should be clean in advance).

### **III. MOCK STEAM AND EXTRACTION (20 POINTS)-Time Limit: 10 minutes**

1. Demonstrate placement of towel on model for steaming. Use damp towel.
2. Demonstrate safe and sanitary use of lancet and fingers to perform extractions when requested by the examiners. For each demonstration, perform mock extractions on cheek, chin and forehead. Do not actually pierce skin with lancet, or extract.

### **IV. ASTRINGENT OR FRESHENER (5 POINTS)-Time Limit: 1 minute**

Wipe or spray astringent, freshener or toner on face.

### **V. BASIC MASSAGE (20 POINTS)-Time Limit: 15 minutes**

1. Apply cream. (No remoistening bowl required.)
2. Perform a massage of shoulders, neck and face. Include the five basic techniques: effleurage (stroking), petrissage (kneading), friction (rolling and circular), percussion/tapotement (tapping or lightly slapping), and vibration (shaking). Do two manipulations of each.

Candidates may be required to demonstrate one or more of the above techniques upon request of the examiners.

### **VI. MASK AND COMPRESS (15 POINTS)-Time Limit: 20 minutes**

1. Place eyepads on eyes.
2. Apply mask.
3. Apply a compress of cotton strips dipped in warm water. Overlap each piece.
4. Remove compress and mask using cotton or sponges. Complete removal of product and cotton fibers.
5. Dispose of compress and used materials in a plastic bag.
6. Freshen or moisturize the skin.

## **VII. MAKE UP (20 POINTS)-Time Limit: 30 minutes**

For this portion of the examination, the candidate is to assume that the makeup and equipment is for the model's personal use.

1. Set up products and supplies for service. Return model to sitting position.
2. Demonstrate contouring the jawline and correcting the under eye area with a cream.
3. Apply foundation with a sponge.
4. Apply powder (choice of applicator).
5. Finish daytime makeup using all of the following: eye-shadow, eye-liner, mascara, eyebrow brush, pencil, or powder, blusher, lip-liner, and lipstick. Colors are to be all cool or all warm.

## **ELECTROLOGY PRACTICAL EXAMINATION INFORMATION**

For the practical exam, bring a model having coarse and fine hairs for epilation, an electrolysis machine, needles, tweezers, disinfectant, sanitary towels and cotton. No model may hold a professional license in any area of barbering or cosmetology.

### **I. CLINICAL IDENTIFICATION (10% OF SCORE)**

Identify ten (10) infections or dermatological problems from pictures. Explain whether or not epilation can be done without first consulting a physician..

### **II. PRE TREATMENT PREPARATION (15% OF SCORE)**

1. Conduct a client interview with the model, assuming that the model has come for the first time for treatment.
2. Explain to the model what will be done, and what to expect during treatment.
3. Place all equipment on the table. Follow all appropriate sanitary techniques necessary to prepare the equipment before beginning treatment and prepare yourself and the model for treatment as appropriate.
4. Five minutes of practice will be allowed before examination of treatment technique for each type of hair. Intensity and time dials will be set to zero after practice, and reset for the actual examination.

### **III. TREATMENT TECHNIQUE (70% OF SCORE)**

Demonstrate epilation of coarse and fine hairs on the face. If appropriate hairs are not found on the face, other areas of the body may be selected.

Up to ten minutes will be allowed for the epilation of at least five (5) coarse hairs and another 10 minutes for five (5) fine hairs. Candidate may be asked to epilate additional hairs. Needle insertion will be evaluated on: following direction of hair follicle, proper depth, smooth insertion, and smooth release. Skin reaction will be evaluated for excessive redness, bleeding or burns. Appropriate needle size and sanitation measures will be evaluated.

### **IV. POST TREATMENT EVALUATION (5% OF SCORE)**

Explain to the patient any possible reactions that will take place in the treated area and possible responses that he/she should make.

Give directions to the patient on how to avoid infection or scarring on the treated area.

Anaphoresis and cataphoresis will not be assessed. (Do not demonstrate.)

## Change of Address Form

**Directions:**

Use this form to request a change of address. Please print or type all information on this form. Be sure to provide all information or your request cannot be filled. Fold the form as indicated below, seal with tape, place stamp and mail.

**Print your new address below:**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel. (\_\_\_\_\_) \_\_\_\_\_ Candidate Social Security Number (This is optional) \_\_\_\_\_

Profession: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Place  
Stamp  
Here

**Continental Testing Services, Inc**  
**P.O. Box 100**  
**LaGrange, IL 60525-0100**

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